

**OBSERVATION REPORT NO. 2**

Project: **Woburn Fire Headquarters**

Date: 26 May 2021

Location: City Hall Conference Room

Attendees: City of Woburn

Orazio DeLuca, Purchasing (partial)

Building Department

Tom Quinn, Jr., Commissioner  
Brian Gingras, Inspector

Municipal Building Consultants (MBC)

Pat Saitta  
Dick Murphy

DiNisco Design (DD)

Rick Rice  
Anne Davis Woodacre

G&R Construction (G&R)

Dan Aylward  
Ian McCallion  
Dave Bacchiocchi

**Action Date**

**A. SAFETY AND SECURITY**

G&R 05/14/21 A01. Pest and Rodent Control plan to be submitted.

DOT 05/14/21 A02.2 Site Access / State Highway Permit. DPW has applied for the required permits from DOT. Until DOT issues the permit, G&R may use existing curb cut that is in the state highway ROW as long as it isn't modified. G&R may also implement the second access point to the south without DOT approval, because it is not in the DOT ROW.

G&R 05/14/21 A03. Barriers / Fencing / Gates: Site fences are in place. G&R to be provided a copy of the key to site fences. Site is currently stable with erosion control measures having been installed by ESP contractor. [05/26/21-Postscript: G&R will cut the links off the chain and use their own lock. The lock will be returned to the FD.]  
05/26/21

A13.

**B. OWNER ISSUES**

Woburn 05/14/21 B01.3 Owner supplying Builder's Risk Insurance. [05/26/21-  
05/26/21 Postscript: The City has received a quote, which is under review. Once approved, the City will provide G&R with policy information.]



G&R	05/14/21	B01.4	Project Superintendent resume to be submitted.
---	05/14/21 05/26/21	B01.5	Executed contract status: G&R transmitted at the meeting the signed documents, bonds, etc. to the City for execution. The City will forward a signed copy to G&R, MBC and DiNisco. [05/26/21-Postscript: The City distributed fully executed contract on 05/25.] Record Item.
---	05/14/21 05/26/21	B01.6	Notice to Proceed: It was agreed that the Notice to proceed date will be 06/01/21, which coincides with G&R's on-site mobilization. [05/26/21-Postscript: Notice to Proceed issued by City 05/26/21.] Record Item.
DiNisco	05/14/21 05/26/21 05/28/21	B01.7	HVAC and Electrical Re-bids: The HVAC re-bids were received on 5/12 and the Electrical work is expected to be re-bid on 05/19. A change order will be issued to G&R for the difference in those sub-bids. [05/26/21-Postscript: It was noted that there is a protest over the HVAC bids received 05/19. Because this protest will take a week or more to resolve, DiNisco will issue a change order for the electrical re-bid so that Brothers may be signed by G&R.] [05/28/21-Postscript: A bid protest on the electrical re-bid has been filed, putting on hold the signing of Change Order #1.]
---	05/14/21	B02.	Work under separate contracts will consist of:
DiNisco	05/14/21	B02.1	FF&E including Communications and Technology.
DiNisco	05/14/21 05/26/21	B02.2	Radio Tower (foundation by G&R). DiNisco noted that it is anticipated that the tower will be put out to bid with ITC Contractors in a couple weeks. [05/26/21-Postscript: DiNisco reported that the tower RFP is out for pricing.]
Woburn	05/14/21	B02.3	Traffic signal work will be bid by the City.
Woburn	05/14/21	B02.4	City will mill and pave Main Street after utility work is done.
G&R	05/14/21	B05.	Project Sign: Maintain existing sign. G&R to be added.
G&R	05/26/21	B06.	Subcontractor Bid Bonds: It was requested that G&R advise as filed subcontractors' contracts are finalized so that the City may return bid bonds.

B07.

**C. PERMITS & INSPECTIONS**

G&R	05/14/21 05/26/21	C01.2	Permit Application Status Report: G&R gave permit information to Building Department at meeting. [Postscript: G&R still to provide workman's comp information.] [05/26/21-Postscript: G&R's workman's comp information was provided and the Building Permit has been issued. G&R was requested to email DiNisco and MBC a copy of the permit card.]
G&R	05/14/21 05/26/21	C01.3	Emergency Contacts: G&R to forward emergency contact information. [05/26/21-Postscript: G&R has provided cell phone numbers on the project directory. G&R will forward a copy of the directory to the Building Department.]

C04.

**D. CONSTRUCTION SCHEDULE**

G&R	05/14/21 05/26/21	D01.	Start-up / Mobilization: G&R expects to have their and the OPM's trailers on site 06/01/21. [05/26/21-Postscript: G&R reported that the trailers are now expected to be set up toward the end of the second week in June.]
G&R	05/14/21 05/26/21	D02.	Progress Schedule (Bar Chart - 15 days NTP; CPM within 90 days). [05/26/21: G&R distributed the bar chart schedule and logistics plan at the meeting (copy attached).]
---	05/14/21 05/26/21 05/28/21	D03.	Schedule of Values and Cash Flow: MBC requested the cash flow ASAP - required 10 days before first Application for Payment. [05/26/21: MBC requested that G&R provide a draft cash flow by 05/28 to aid the City's bonding efforts.] [05/28/21-Postscript: G&R provided cash flow.] Record Item.
---	05/14/21 05/26/21	D04.	Overall Schedule: G&R will provide a thumbnail overall schedule before the next job meeting. G&R reported that at this time, bar joists are projected for delivery in November, which is two months later than necessary to meet the 30 June 2022 substantial completion date. G&R advised that they are looking into signing many suppliers now, and have incentivized delivering steel/bar joists ahead of November. However, G&R has been informed that there may be little the steel fabricators can do about the joist manufacturers' lead time. G&R will monitor the situation and will discuss with the group at the next meeting. [05/26/21: The bar chart schedule G&R distributed on 05/26 shows substantial completion delayed by two months (16 vs. 14 months) and reflects the sequence of construction necessary as a result of bar joist lead times. G&R noted that even if incentivizing joist delivery is successful, the project approach shown in the schedule must be followed.]

G&R	05/26/21	D04.1	Baseline Schedule: MBC requested that G&R prepare a baseline schedule for the specified 14-month project duration assuming timely delivery of joists. The purpose of the baseline is to enable MBC to compare it with the actual schedule based on delayed joist lead times.
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D05.

#### **E. SUBMITTAL SCHEDULE**

G&R	05/14/21 05/26/21	E05.	DiNisco will send G&R release for use of drawing files for submissions. [05/14/21-Postscript: DiNisco forwarded release to G&R to sign and return.] [05/26/21-Postscript: DiNisco advised G&R that, to expedite the process, G&R can sign and return the release; subcontractors' signatures are not required.]
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E06.

#### **F. SUBMITTALS**

G&R	05/14/21 05/26/21	F05.1.01	Submittal Exchange: G&R advised that Submittal Exchange will be used for electronic document transfer. DiNisco will provide G&R with consultant distribution list for submittals, etc. [05/26/21: DiNisco requested G&R set up RFI distribution by spec section.]
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G&R	05/14/21	F08.	Weather Protection / Temporary Heating Plan to be submitted within 30 days of NTP.
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G&R	05/14/21	F09.	Construction Waste Management Plan to be submitted within 21 days of NTP.
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G&R	05/14/21	F10.	Construction Indoor IAQ Plan to be submitted within 21 days of NTP.
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G&R	05/26/21	F13.	Submittal Log: G&R was requested to have a submittal log available for discussion at each job meeting.
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DiNisco FBRA	05/26/21	F13.1	Priority Submittals: G&R requested an expedited review of the rebar shop drawings.
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F14.

#### **G. COORDINATION DRAWINGS**

G06.

#### **H. PAYROLL REPORTS**

H02.

**I. REQUISITIONS**

G&R	05/14/21	I06.	Schedule of Values shall be submitted ASAP for the Architect's and consultants' review and approval.
---	05/14/21	I06.1	The schedule of values must be approved prior to being paid any moneys.
---	05/14/21	I06.2	Schedule of Values shall include line items for close out documents and training.
G&R	05/26/21	I08.	Application for Payment #1: G&R will submit a pencil Application for Payment #1 for bond costs, etc. by EOD Friday, 05/27/21 with the goal of having a final requisition ready for signature at the 06/02 job meeting. It was agreed that G&R would have a breakdown of the General Conditions costs for Application for Payment #1.

I09.

**J. CHANGE ORDERS**

DiNisco	05/26/21 05/28/21	J02.	Change Order #1: DiNisco will prepare Change Order #1 for the electrical re-bid. [05/28/21-Postscript: Change Order #1 on hold pending outcome of bid protest.]
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J03.

**K. CONSTRUCTION CHANGE DIRECTIVES (CCD)**

K02.

**L. FIELD ORDERS**

L02.

**M. PROPOSAL REQUESTS**

M02.

**O. REQUEST FOR INFORMATION**

G&R	05/26/21	O07.	RFI Log: G&R will have an RFI log on hand for review at each job meeting.
DiNisco VAV HW FBRA	05/26/21	O07.1	Priority RFI's: The design team shall expedite the review of RFI #001 as drain elevations could affect foundations.

O08.

**P. DEMOLITION**

P01.

**Q. SITE WORK**

---	05/14/21 05/26/21	Q01.1	Blasting Survey (if necessary): To be submitted by G&R to WFD and coordinated with the City. In response to G&R's question, it was noted that the ESP Contractor drilled and mechanically removed the rock materials. [05/26/21: MBC suggested that G&R consider performing a pre-blast survey even if not thought to be needed so that there would not be a delay should rock be found.]
---	05/14/21	Q01.2	Electrical Service: DiNisco noted that the ESP removed rock for the primary electrical service as located by the electrical site plan in the south driveway.
G&R	05/14/21 05/26/21	Q04.	Temporary Offices: G&R will be moving offices to the site on or about 01 June. [05/26/21: G&R reported trailers will be in place in locations shown on the logistics plan by the end of the second week in June.]
G&R	05/14/21	Q07.	G&R will coordinate the road work with the DPW (DOT).
G&R	05/14/21	Q08.	Foundation As-Built Survey: Tom Quinn informed G&R that they are to submit an as-built survey locating the buildings and tower foundation upon completion of the foundation work.
G&R DPW DiNisco	05/14/21 05/26/21	Q09.	Water Service: Establishing a temporary water service was briefly discussed. DPW noted that the nearest hydrant is across the street, and running a service from the hydrant in a trench will trigger DOT approval. G&R to coordinate temporary water with DPW. [05/26/21: DiNisco will contact DPW so that they may attend the 06/02 job meeting to discuss ways that water for construction purposes could be expedited.]
HW	05/26/21	Q10.	Site Preconstruction Conference: A Preconstruction Conference for site work, including drainage and utilities, will take place at 1:00 PM, Wednesday, 06/16/21. Attending will be Horsley Witten and G&R's site contractor.

Q11.

**R. ARCHITECTURAL**

R01.

**S. STRUCTURAL**

GZA 05/26/21 S01. Pre-foundation Construction Conference: It was discussed and  
FBRA agreed that a pre-construction conference will take place at 1:00  
UTS PM Wednesday, 06/02/21. Attending will be G&R's concrete and  
G&R excavation contractors, FBRA, GZA and UTS. G&R has scheduled  
Subs excavation for foundations to begin the second week of June at the  
Support Building with foundations to follow.

S02.

**T. FIRE PROTECTION**

T02.

**U. PLUMBING**

U01.

**V. HVAC**

V01.

**W. ELECTRICAL**

W01.

**X. HAZARDOUS MATERIALS**

X01.

**Y. MISCELLANEOUS**

--- 05/14/21 Y12.1 The next job meeting will be 05/26/21. The 05/26/21  
05/26/21 and the 06/02/21 meetings will be held in the  
Engineering Conference Room in City Hall. [05/26/21:  
Because the trailers will not be set up, the 06/09 job  
meeting will also be held at City Hall.]

Y13.

**Z. LEED-S**

Z02.

**ZA. COMMISSIONING**

Subs 05/14/21 ZA01. Work of the required SECTIONS requiring Commissioning shall  
include a separate line item value for this work on the Schedule of  
Values.

ZA03.

**ZB. CONSTRUCTION CLOSEOUT**

ZB10.

**ZZ. CONSTRUCTION PROGRESS**

--- 05/26/21 ZZ01. On site construction activity has not yet begun.

ZZ02.



The next Job Meeting will be held **Wednesday, June 2, 2021 at 1:00 PM in the Engineering Conference Room at City Hall.**

The discussions of this meeting are recorded as understood by the writer, who should be notified of any omissions or corrections. Unless the writer is notified to the contrary, these notes are presumed to be correct.



Richard N. Rice  
DiNISCO DESIGN

RNR/meh

cc: Mayor Scott Galvin  
Tom Quinn, Building Commissioner  
Brian Gingras, Paul D'Amore, Building Inspectors  
Jay Corey, City Engineer  
Jay Duran, DPW Superintendent  
Donald Kenton, WFD  
George Poole, WFD  
Pat Saitta  
Dick Murphy  
Janet Bernardo  
Mary Hall  
Heather Audet  
Bill Brown  
Joe Strayer  
Jon Buhl  
Steven Belanger  
Rachel Blandford  
John Sousa  
Frank Stramaglia  
Semoon Oh  
Jared Humphreys  
Kevin Murphy  
Eric Ganz  
Scott Goodrich  
Chick Langone  
Anne Woodacre  
Bob Morel  
Ian McCallion  
Dan Aylward  
David Bacchiocchi

Enclosures: G&R Outline Schedule dated 26 May 2021  
G&R Site Logistics Plan dated 26 May 2021

# Woburn Fire Headquarters

## Project Schedule Outline

**Date Issued: May 26, 2021**

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WOBUEN, MA

